

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
LANDSCAPER/GREENSKEEPER

1. **JOB TITLE:** LANDSCAPER/GREENSKEEPER
2. **DEFINITION:** The position of Landscaper/Greenskeeper is a full-time semi-skilled position under the administrative direction of the Urban Environmental Director/City Horticulturist and the Superintendent. All employees are responsible to the City Manager. The employee will perform work required for the care, maintenance and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of city-owned property. The employee will perform other related work as required, some of which will be mechanical. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, walk-behind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, backpack blowers, sprayers, hedge trimmers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee may occasionally be required to drive a dump truck and/or a tank truck.
 - b. Work is performed outdoors within the Murfreesboro City limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, tobacco smoke, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City facilities and vehicles are tobacco-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Cuts grass with power equipment or hand tools.
 - b. Loads and unloads dirt, gravel, sand, mulch, and debris.
 - c. Cleans, maintains, and services equipment, and makes minor equipment repairs.

- d. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing one hundred (100) pounds.
- e. Climbs to heights of at least fifteen (15) feet.
- f. Picks up trash on City-owned property, in maintenance buildings, in parking garages and other related areas.
- g. Makes judgments related to the job and job tasks while working.
- h. Operates various hand tools including, but not limited to, shovel, sledge hammer, chain saw, weed eater, edger, hedge trimmer, rakes, pitch fork, ax, maul, backpack blower, backpack sprayer, and tiller.
- i. Safely operates city-owned vehicles of various descriptions, including a dump truck and tank truck, for the purpose of performing the essential functions of the position.
- j. Performs duties while standing, walking, bending, stooping, sitting, climbing or using ladders.
- k. Must be able to perform job duties as described on the *Essential Functions Addendum*.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least nineteen (19) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Must possess a high school diploma or GED.
- d. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- e. Must submit to and pass a pre-employment drug and alcohol screen.
- f. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- g. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- h. Must be semi-skilled in mechanics.
- i. Must have basic knowledge about the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, hardscape areas, and general grounds owned by the City.
- j. Must have basic knowledge of proper methods of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.

- k. Must have basic knowledge about turf diseases, plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- l. Must have the ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information.
- m. Must have the ability to safely and correctly pull or back a trailer.
- n. Must have the ability to drive and safely operate a tank truck for the purpose of watering lawns, landscape beds, trees, and general grounds of the City.
- o. Must have the knowledge of and/or the ability to learn occupational hazards and safety precautions.
- p. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- q. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- r. Must have the ability to work flexible hours with some weekend and holiday work required.
- s. Must have the ability to perform frequent overtime work, which may involve late night or early morning hours.
- t. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- u. Ability to follow City policies and regulations.
- v. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than one hundred (100) pounds with assistance.
- w. Must have the ability to establish and maintain effective harmonious, cooperative and productive relationships with other employees and the public.
- x. Must be able to pass a physical abilities test/post-offer screen for employment.
- y. Must be able to pass a skills test/post-offer screen for employment.

Non-Exempt
Safety Sensitive
September 12, 2008

ESSENTIAL FUNCTIONS ADDENDUM
URBAN ENVIRONMENTAL DEPARTMENT
LANDSCAPER/GREENSKEEPER

Employees in this area work five (5) days a week, eight (8) hours a day with a thirty (30) minute lunch break. A Landscaper/Greenskeeper is a semi-skilled position requiring heavy manual labor in the care, maintenance, and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of city-owned property. Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, foul odors, machinery with moving parts, and loud noise. The employee will operate and perform light duty maintenance on vehicles, tractors, riding mowers, walk-behind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, backpack blowers, sprayers, hedge trimmers, snow blowers, hand saws, rakes, shovels, and other small tools. Work is characterized by the necessity for considerable physical exertion during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#			X	
75-100#		X		
>100#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#				X
50-100#			X	
100-150#	X			
>150#	X			

Depending on the job duties assigned for the day, the employees may be performing lifting and pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Urban Environmental Department.

Bending/Squatting/Twisting – Required constantly when shoveling different material, and performing landscaping duties (planting, weeding, and moving logs and brush). Required occasionally to frequently when using saws, weed eaters, blowers, mowers, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, using a mulch fork, rake, tiller, and push mowers), and when cutting down trees. Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in carrying a weed eater, shoveling of materials, using a chain saw, and picking up debris. Also required occasionally lifting bags of seed, fertilizer, pressure sprayers, blowers, and limbs.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all four (4) components:

<u>Item</u>	<u>Weight</u>
Limb/branch	64#
	41#
	71#
Bags of fertilizer	80#
	50#
Bags of seed	50#
Backpack sprayer (full with 4 gallons)	60#
Backpack blower	38#
Various saws	22#
	40#
	38#
Weed eater	13#
	18#
Stump grinder	170#
Chipper	400# (lifted by 4 people)

Employees are able to get help with lifting heavy objects, but must be able to lift up to one hundred pounds (100#).

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, shoveling, using a mulch fork, tilling, and reaching for branches and limbs.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing – Required occasionally when helping to cut down trees.

Overhead Activity – Performed occasionally when helping to cut down trees.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, bobcat, mowers (including riding, walk-behind or push), Toro workman, and a mad vac.

Tools handled:

Shovel
Sledge hammers
Stump grinders
Hammer
Wrenches
Maul
Weed eater
Ax
Chain saw
Sharpening tools
Hedge trimmers

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting

Urban Environmental Department
Landscaper/Greenskeeper

Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot control

Addendum
June 23, 2004